

City of Mansfield
MINUTES OF *REGULAR* PUBLIC MEETING
August 26, 2019

The Board of Aldermen met in *regular* session on **August 26th**, in Mansfield City Hall located at 705 Polk Street. Mayor Mayweather called the meeting to order at **4:30 p.m.**, after which an Invocation was offered by **Alderman Joseph Hall, Jr.** The Pledge of Allegiance was led by **Alderman Christopher S. Thomas.** Following the pledge, the roll call was suspended. However, the following officials were recorded as **Present:** Hon. John Mayweather, Sr., - **Mayor**, Mary J. Green –District **A**, Christopher S. Thomas –District **B**, Mitchell L. Lewis – District **C**, and Joseph Hall, Jr. –District **D.** **Absent:** Kervin D. Campbell –District **E.** **City Hall Personnel, Dept. Heads, & Other City Personnel Present:** Gwendolyn Jones (Deputy Clerk), Brian Phillips (Court Clerk), Jim Ruffin (Public Works Director), Billy Locke (Asst. Police Chief), Latarsha Shelton (Fire Chief), A Wayne Nichols (Asst. Fire Chief), Christopher Samuels (Fire Dept.), Logan Calhoun (Fire Dept.), Jasmine Green (Fire Dept.), Mitchell Howard (Sanitation Dept), and JoAnn Adkins (Code Enforcement Officer). **Others Present:** A. J. Williams, Jr. and Bob Harris (*Communities Unlimited*). **Press Present:** None.

It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **CHRISTOPHER S. THOMAS** to approve the minutes of the **August 12, 2019 *regular*** City Council meeting and dispense with the reading. Motion Passed Unanimously.

The City Clerk next opened the floor to hear public comments from those in attendance to any item outlined on the meeting agenda. Since no comments were offered from the floor, the **Public Comments Period** was then subsequently closed.

Old Business: None.

New Business:

Item A: It was MOTIONED by **MITCHELL L. LEWIS** and SECONDED by **CHRISTOPHER S. THOMAS** to approve the engagement of *Thomas, Cunningham, Broadway, & Todtenbier* (Natchitoches, LA) for performance of the city's Annual Audit of Financial Statements for fiscal years ending 12/31/2019 and 12/31/20. Approval of these engagement years authorized the Mayor to execute the engagement letter and forward an original of same back to the above-named independent auditing firm. Motion Passed Unanimously.

Item B: It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **MITCHELL L. LEWIS** to approve the engagement of *Thomas, Cunningham, Broadway & Todtenbier* (Natchitoches, LA) for the application of agreed-upon procedures with regard to control and compliance areas identified in the LA Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUPs) for fiscal year ending 12/31/19. Approval of this engagement year authorized the Mayor to execute the engagement letter and forward an original of same back to the above-named independent auditing firm. Motion Passed Unanimously.

Item C: A Statement of Revenues and Expenditures for the period 01/01/19 through 07/31/19

for the Corporation General Fund and any other additional funds identified as major funds of the City, was presented. This Statement was presented as a matter of information for the Mayor and Aldermen, and provides them with year-to-date information in all revenue and expenditures categories. With this data, they can loosely ascertain if the City will close out the year within anticipated budgeted figures.

Item D: It was MOTIONED by **JOSEPH HALL, JR.** and SECONDED by **MITCHELL L. LEWIS** to approve the recommendation offered by Public Works Director, Jim Ruffin, to offer full-time employment to Mr. **Mitchell E. Howard** with the City of Mansfield, LA. Mr. **Howard** was hired on May 28, 2019, and assigned to work in the Sanitation Department. He has satisfactorily met our expectations while employed in his current capacity. Further, Mr. **Howard's** work performance in all evaluation areas continues to improve the longer he remains on the job. Finally, it should be mentioned that approximately four years ago, Mr. **Howard** was formerly in the city's employ. His previous tenure with the City spanned from October 2010 until August 2015. Motion Passed Unanimously.

Item E: No other new business discussed.

Preceding the reception of any comments from the Mayor and Council Members, the city clerk orally informed the Board of Aldermen that the budget process for preparation of the City's **2020 Annual Budget of Revenues and Expenditures**, had begun. No action was necessary at mention of this fact. It was simply stated as a matter of information. All Department Heads had been asked to begin compiling a list of their requested capital expenditures for **2020**, placing them in priority order, to be considered for possible inclusion in next year's budget. For budgeting purposes, capital expenditures are defined as those items costing \$3,000 or more (per unit or piece of equipment), and that are essential to continuing essential departmental operations/functions in **2020**.

Comments from Mayor Mayweather and/or Council Members: During this period, no closing comments were offered by either the Mayor or the Aldermen.

With no further business to discuss, this meeting was declared adjourned at **4:45 p.m.** by MOTION from **JOSEPH HALL, JR.** and was SECONDED by **MARY J. GREEN**. Motion Passed Unanimously.

John H. Mayweather, Sr., *Mayor*
Marvin R. Jackson, *Clerk*